

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK  
OFFICE OF THE CLERK  
U.S. COURTHOUSE  
500 PEARL STREET, NEW YORK, NEW YORK 10007

Ruby J. Krajick  
Clerk

**SEALED RECORDS RETRIEVAL**

September 5, 2017

To Whom it May Concern,

Enclosed you will find the standing order and amendment to standing order of this Court, signed by Chief Judge Michael B. Mukasey, U.S.D.J., concerning materials filed under seal in civil cases.

As you will note from the order,

Sealed records which have been filed with the clerk shall be removed by the party submitting them (1) within ninety (90) days after a final decision is rendered if no appeal is taken, or (2) if an appeal is taken, within thirty (30) days after final disposition of the appeal. Parties failing to comply with this order shall be notified by the clerk that, should they fail to remove the sealed records within thirty (30) days, the clerk may dispose of them.

**Amendment**

Upon the closing of a case in which sealed records have been filed with the clerk, whether filed before or after October 5, 2001, such records shall be subject to the terms of the standing order entered on October 5, 2001 with respect to sealed records, and the clerk shall notify the parties that should they fail to remove sealed records within thirty days the clerk may dispose of them.

**This Court is holding materials filed under seal in the case listed below. Please retrieve these materials within thirty (30) days of the above date or the Court will dispose of them. The person sent to retrieve the materials should bring this letter and proof of identification as an employee, or a letter of introduction on firm stationary. If you wish to have these documents destroyed, please sign and date this letter, check the appropriate box below and fax it to (212) 805-7953. A reply is required.**

If you have any questions about this matter, please do not hesitate to call me at (212) 805-0700. Thank you for your prompt attention to this matter.

Sincerely,

Mary Salcedo  
Sealed Records Clerk

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Name of Case / Docket Number: **Bath & Body Works Brand Management, Inc. v. Summit Entertainment, LLC / 1:11-cv-01594-GBD**

Sealed Document Number: **124, 137, 153, 225, 226 and 270**

Law Firm Retrieving Records: **Kirkland & Ellis**

Person Retrieving Records \_\_\_\_\_ Person Requesting Documents To Be Destroyed \_\_\_\_\_

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PRINT NAME	SIGNATURE	DATE
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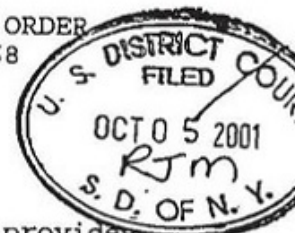
No party having retrieved this material within 30 days of the above date, this sealed record was

destroyed on: \_\_\_\_\_. Clerk's Initials: \_\_\_\_\_

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

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IN THE MATTER OF RETENTION OF :  
SEALED DOCUMENTS IN CIVIL CASES :  
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STANDING ORDER  
M-10-468



MICHAEL B. MUKASEY, CHIEF JUDGE:

Any protective order in any civil case that provides  
for the filing of information under seal shall include the  
following provision:

"Sealed records which have been filed with the clerk shall  
be removed by the party submitting them (1) within ninety  
(90) days after a final decision is rendered if no appeal is  
taken, or (2) if an appeal is taken, within thirty (30) days  
after final disposition of the appeal. Parties failing to  
comply with this order shall be notified by the clerk that,  
should they fail to remove the sealed records within thirty  
(30) days, the clerk may dispose of them."

This order will be self-executing, in that the Clerk  
will treat all protective orders that direct the sealing of  
documents in civil cases as if they contain the above provision.

SO ORDERED:

Michael B. Mukasey,  
U.S. District Judge

Dated: New York, New York  
October 5, 2001

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UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK

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IN THE MATTER OF RETENTION OF :  
SEALED DOCUMENTS IN CIVIL CASES :  
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STANDING ORDER  
M-10-468

MICHAEL B. MUKASEY, CHIEF JUDGE:

Upon the closing of a case in which sealed records have been filed with the clerk, whether filed before or after October 5, 2001, such records shall be subject to the terms of the standing order entered on October 5, 2001 with respect to sealed records, and the clerk shall notify the parties that should they fail to remove sealed records within thirty days the clerk may dispose of them.

SO ORDERED:

Michael B. Mukasey,  
U.S. District Judge

Dated: New York, New York  
April 30, 2002

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